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LIBRARY BILL OF RIGHTS

1. The American Library Association affirms that all libraries are forums for information and ideas, and the following basic policies should guide their services.
2. Books and other library resources selected should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
3. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A Person's right to use a library should not be denied or abridged because of origin, orientation, religion, race, gender, age, background, or views.
7. Libraries, which make exhibit spaces available to the public they serve, such as a bulletin board, should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

LEROY PUBLIC LIBRARY FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label “controversial” books, to distribute lists of “objectionable” books, or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, Internet, and television.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet, suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and untried voice from which comes the original contributions of social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selection can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest of them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people

can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principle means of its testing and growth. The defense of their freedom and integrity, and the enlargement of

their service to society, require of all publishers and librarians the utmost of their faculties, and deserve of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, they are possessed of enormous variety and usefulness, and they are worthy of cherishing and keeping free. We realize that the application of these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

LEROY PUBLIC LIBRARY FREEDOM TO VIEW

The Freedom to View, along with the freedom to speak, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films, videos, DVD's, the internet, and computer use, and other audio-visual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films, videos, DVD's and other audio visual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film, DVD or video on the basis of the moral, religious or political beliefs of the producer or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously by all lawful means, every encroachment upon the public's freedom to view.
5. The only exclusion to this policy is in regards to the internet as required by the LeRoy Library Board of Directors pertains to any website that would be filtered. Filtered websites are ones pertaining to violence/hate/racism, nudism, pornography, and adult conduct/mature content.

LEROY PUBLIC LIBRARY INTERNET PUBLIC USE POLICY

The purpose of the LeRoy Public Library is to ensure that the people of LeRoy and the surrounding community have the right and means to free and open access to ideas and information, which are fundamental to a democracy. The LeRoy Public Library will protect intellectual freedom, encourage lifelong learning and provide library materials and information services.

The internet is a powerful tool which provides new ways of achieving information. Electronic technology has increased the speed and universality of the flow of information. As a result, the universe of ideas essential to a democracy can be made more accessible to each individual. Through the use of the Internet, people will be able to find information not readily available elsewhere, and be able to participate in the electronic community. Library services such as interlibrary loan may be delivered more efficiently, and the role of library bulletin boards and meeting rooms can be expanded beyond the physical boundaries of a single building.

The Internet, as an information resource, enables the LeRoy Public Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the world. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching, it also enables access to some material that may be offensive, disturbing and/or illegal. The LeRoy Public Library cannot successfully control or monitor the vast amount of material accessible from computers and networks via the Internet. Individual users must accept responsibility for determining content and suitability.

SCOPE OF INTERNET ACCESS

It is the goal of the LeRoy Public Library to provide the greatest possible access to the Internet within the limits of available resources. Patrons may access online catalogs, full text and bibliographic databases, electronic documents, and other information resources. Future access will be provided as it supports the library's mission.

INTELLECTUAL FREEDOM

The library recognizes the right of individuals to determine what is most appropriate for their needs. The same standard of privacy and confidentiality endorsed by the American Library Association and outlined in the Minnesota State Data Privacy Act are applied to the Internet where appropriate.

A democracy presupposes an informed citizenry and the public library plays an integral role in achieving that goal. In support of that goal, the LeRoy Public Library endorses the Library Bill of Rights. It is the policy of the LeRoy Public Library to provide information resources (regardless of technology, formats or methods of delivery) equally and equitably to all library users.

Users should be aware that information accessed via the Internet may be controversial, inaccurate or dated. The library makes a distinction between access to information via the Internet and selection of library materials. The library acquires materials based on the Materials Selection Policy. Information accessed via the Internet is not subjected to the same review.

As with other library materials and services, parents or legal guardians are responsible for the information selected or accessed by children. Children must be the age of 10 and had parent's signature on the *Internet Use Agreement* with staff on duty. This form must be signed in person, by a parent or guardian.

LIMITATIONS

To ensure equality of access to all patrons, Internet resources are allocated with a variety of time restrictions with the LeRoy Public Library. The Library may place time, printing and downloading limits on Internet use. The limits are reviewed regularly to ensure that they are a realistic reflection of current working conditions. Limits may vary according to public demand, number of terminals and location.

ACCEPTABLE USE

The same principles that guide the use of other library resources apply to the use of the Internet. The library expects patrons to use these resources in a responsible manner, respecting the rights of others.

It is not acceptable to use the LeRoy Public Library Internet access to:

- degrade or disrupt equipment or system performance.
- vandalize the data of any other user.
- gain unauthorized access to resources or entities.
- invade the privacy of individuals.
- violate Federal, State, or local law or regulation.

Misuse of computers or Internet access will result in Internet privileges being revoked.

LIABILITY

The LeRoy Public Library assumes no responsibility for any damage, direct or indirect, that users or any one else may suffer through LeRoy Public Library access to the Internet.

FILTERED INTERNET

The LeRoy Public Library and the Library Board of Directors have installed a filtering system for the use of Internet by its patrons. The filtering system is for the protection of all patrons. Websites containing violence/hate/racism, nudism, pornography and/or adult material/mature conduct will be filtered.

This policy will be reviewed by the Library Board at least every two years.

LEROY PUBLIC LIBRARY BOARD MATERIALS SELECTION POLICY

PREAMBLE

Materials selected for the library collection are intended to meet the cultural, informational, educational and recreational needs of the library users of the City of LeRoy and the surrounding community. The scope of the collection is intended to offer a choice of format, treatment and level of difficulty so that most individual library needs can be met and service given to individuals of all ages without needlessly duplicating the resources available in other libraries in this area. The collection scope is intended to provide supplemental materials for individuals pursuing educational programs and a start or referral point for those needing more advanced information or materials. The majority of the collection is not archival, although in some areas of city and county history archival material is kept. The collection will be reviewed and revised on an ongoing basis to meet contemporary needs.

PURPOSE

The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from an array of available materials.

GOALS

One of the library's goals is the provision of materials which best meet the community's informational and education needs. Basic to this policy is the Library Bill of Rights adopted by the LeRoy Public Library Board.

OBJECTIVES

The primary objectives of the library are to collect, organize, and make easily available materials of contemporary significance and of long-term value. The library will always be guided by a sense of responsibility to both the present and future in adding materials, which will enrich the collection. The library also recognizes an immediate duty to make available materials for enlightenment and recreating, even though such materials may not have enduring interest or value.

All staff members selecting, organizing, translating, and transmitting library materials or authorizing the same are expected to keep these objectives in mind when applying their professional knowledge and experience in making decisions.

RESPONSIBILITY

Final staff responsibility lies with the Director. The Director delegates to staff members the authority to interpret and guide the application of policy in making day to day decisions. Unusual problems are referred to the Director for resolution.

GUIDELINES

The library recognizes that many materials are controversial and that any given item may offend some library users. Decisions are not made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of library users.

The selection of any material for the library's collection does not constitute an endorsement of its contents.

Selection decisions are not influenced by the possibility that material may be accessible to use by children. Responsibility of children's use of library materials rests with their parents, legal guardians, or caretakers. Selection and availability of materials obviously cannot be confined to only items deemed suitable to adolescents.

The purposes and resources of other libraries in the area are recognized and the library will not needlessly duplicate materials.

The library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

The library acknowledges a particular interest in local, county and state history and genealogy. It takes a broad view of works by and about Minnesotans, as well as general works relating to the State of Minnesota. The library will add to its collection works produced by authors, printers or publishers with Minnesota connections that meet the purpose and objectives of this policy.

The library selects materials of varying complexity and format because it has a diverse public embracing a wide range of ages, educational backgrounds interest, sensory preferences and reading skills.

The library pays due regard to the special civic, commercial cooperative, cultural industrial and labor activities of this community.

LABELS AND SHELVING

Library materials are not marked or identified to show approval or disapproval of the contents, and materials are not sequestered except for the purpose of protecting them from damage or theft. If an item comes from the producer with a Parental Advisory Label, it will remain on the item for parental awareness.

REQUEST FOR RECONSIDERATION

The library will reconsider any material in its collection upon written request of a patron. This request cannot be anonymous.

GIFTS

The library accepts gifts of library materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase. The library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials. Gift materials are considered as library property at this point, not added to the collection cannot be returned to the donor.

REVISION

This policy will be reviewed by the Library Board every two years.

LEROY PUBLIC LIBRARY

LIBRARY BOARD POLICY ON REQUESTS FOR RECONSIDERATION

The Library Board of the LeRoy Public Library will review appeals on requests for reconsideration of materials held in the LeRoy Public Library. Materials appeals require careful review for compliance with the established LeRoy Public Library Material Selection Policy, therefore, collection appeals must be presented in writing to the Library Board ten days in advance of the next regularly scheduled meeting of the Board. In the event that the notice is received less than ten days prior to the next meeting, the appeal will be scheduled for the following regularly scheduled Board meeting.

REQUEST FOR RECONSIDERATION OF MATERIALS

Author _____ Date _____
Title _____ Staff Initials _____
Website _____
Magazine _____
Other Material Title _____

•Please answer the following questions if you request that material be REMOVED from the LeRoy Public Library. (Use the reverse side of this form if you need additional space.)

To what do you object? Please be specific.

Have you examined the material completely? Yes _____ No _____

If not, which portions did you examine?

•Please answer the following questions if you request that material be ADDED to the LeRoy Public Library. (Use the reverse side of this form for additional space.)

What is the subject matter?

Have you examined the material completely? Yes _____ No _____
Why do you think it should be added to the library's collection?

Do you know of any reviews? Please cite the source, date and page.

Requested by: Name _____
Address: _____
City, State, ZIP: _____
Phone _____ Date _____

Your signature: _____

LEROY PUBLIC LIBRARY BULLETIN BOARD POLICY

Bulletin board space is provided in the library for news about library related activities and information about the local community.

Any group or individual may request bulletin board space for the posting of information on events of interest for any lawful public purpose.

All uses are subject to the approval of the Library Director or his/her designee. Immediate posting is not always allowable.

Items to be posted on the bulletin board should be left at the circulation desk.

Due to the competition for bulletin board space, the library may make reasonable restrictions on the time, place, and manner in which notices may be displayed. Posters cannot be returned and we cannot guarantee that they will remain on the bulletin board. Posters or notices which have been defaced will be removed.

The fact that a notice is posted does not constitute an endorsement by the library of the contents of the notice or the sponsoring group's or individual's beliefs, policies, or programs. The notice may not name the library as the address or headquarters for any group or individual.

DISTRIBUTION OF FREE NON-LIBRARY PRINT MATERIALS POLICY

The library has some limited space for the distribution of free non-library print materials and literature of local interest. Any group or individual may request use of the space for the distribution of free materials for any lawful public (or private) purpose.

Materials distributed at the library must be approved, in advance, by the Library Director or his/her designee. Immediate display of items is not always possible. Items for distribution should be left at the circulation desk.

Due to competition for space, the library may make reasonable restrictions on the time, place, and manner in which items may be displayed. The library reserves the right to determine both the number of copies to be displayed and the location for their display.

The fact that the materials are available in the library does not constitute an endorsement by the library of the item itself or the sponsoring organization's or individual's beliefs, policies, or programs.

LEROY PUBLIC LIBRARY POLICY ON CONDUCT

The purpose of a public library is to:

- Provide information on specific subjects to enrich individuals and community life;**
- Provide children and adults alike with materials for creative use of leisure;**
- Promote the economic vitality of the community;**
- Provide information and responsible opinion on all sides of public issues to help citizens in fulfilling their democratic responsibility;**
- Aid the individual in the pursuit of education; and**
- Promote literacy.**

A public library should be readily accessible to all.

The boldface material above was taken from page 7 of the Minnesota Public Library Trustee Handbook, 1987.

The LeRoy Public Library Board is responsible for seeing that the assets and funds entrusted to them by the public are properly and efficiently used for the intended purposes. In the furtherance of that trust, the Board herewith establishes a Policy of Conduct in the Library Building and on the Library premises.

Specifically the Board desires to:

- Protect the rights of the public to use library materials, services, and facilities for the intended purposes;
- Protect the rights of the library staff to conduct library business without undue interference;
- Protect the library materials, collections, and facilities for the implementation of the policy. The Director is authorized to make responsible interpretations of the policy and the regulations.

The Director and the Director's designated representative(s) are authorized to administer this policy and the regulations. That authority includes, but is not limited to, the authority to exclude any person from the premises for violation(s) and shall be for a reasonable specified period. Appeal from these actions and decisions shall be directed to the Chair of the Board for final decision by the Board. Such actions or decision shall stand pending appeal, unless stayed by the Director or Chair pending final decision.

LIBRARY CODE OF CONDUCT

THESE RULES AND GUIDELINES ARE FOR THE PROTECTION OF ALL WHO USE THE LIBRARY. THE LIBRARY STAFF MAY REQUIRE A PATRON TO LEAVE THE PREMISES, CALL THE POLICE OR ULTIMATELY BAR A PATRON FROM THE LIBRARY FOR NONCOMPLIANCE WITH THIS CODE OF CONDUCT.

Appropriate behavior will be insisted upon at all times in the LeRoy Public Library.

Appropriate behavior includes:

- Reading, writing, researching, studying, quietly using the computer
- Asking for assistance from the library staff
- Browsing and checking out library materials with their library card
- Proper socializing or discussion of pertinent ideas or tasks
- Working quietly alone or in small groups

Inappropriate behavior consists of anything inside or outside on the library's property that disrupts the enlightenment of other patrons or disrupts the work of the staff. The use of alcohol, bringing animals on the premises, playing games, using skates, wearing of gang colors (or doing anything associated with gangs), harassing others, using inappropriate language, receiving or sending emails with inappropriate language, making loud noises (including the use of electronics), using skateboards, skates, smoking or using tobacco, e-cigarettes, damaging property, stealing, loitering, or going into staff-only areas of the library are all considered inappropriate behaviors and will not be tolerated.

THEFT/DAMAGE TO PROPERTY: Intentional damage and/or defacement of materials, furnishing, equipment or premises, or attempts at theft will be prosecuted according to Minnesota Statute 609.541. Clipping coupons, cutting articles out of magazines, removing pages from any books or magazines, hacking or altering computer settings, writing on, scratching or in any way damaging materials, furniture, or premises are included in this policy.

DISRUPTIVE INDIVIDUALS

ADULTS- Staff will warn adults when their behavior is unacceptable or simply ask them to leave the premises.

CHILDREN- Students asked to leave the library will be given a consequence deemed appropriate by the Director. This could include removal for a period of time, a letter of apology to the board of directors, service to the library or a meeting with the director, board members, parents, and/or child. Children 8 years and younger will be accompanied by an adult while at the Library.

PARENTS- Parents are reminded that the library is a place of learning for all members of the community. The LeRoy Public Library is not a place for daycare for any child. Parents are responsible for their children whether or not they chose to attend the library with their child.

REMOVAL FROM THE LIBRARY

Any patron removed from the library due to improper behavior may contest the removal in a written statement to the Board of Directors. The patron must address the incident(s) leading to the removal with written explanation of his/her version of the event(s) and the Library Director will make judgement as to when the patron will be allowed back into the library. This policy and implementing regulations shall be available for inspection and copying during regular business hours of the library.

PROPER CONDUCT FOR COMPUTER USE:

- All Computer Users shall:
- Sign-in with the Director or Librarian Assistant when arriving at the Library
- No fines, damages, or lost materials over \$5 per family
- Limit the use of the computer to 30 minutes
- Give up the computer to a waiting patron if the user is playing a game or doing something that doesn't involve research
- Limit their family's visit to one computer per family unless there are no patrons waiting for a computer
- Follow all proper conduct policies while using the computer
- Sign-out with the director after using the computer

PROPER CONDUCT IN REGARDS TO LIBRARY OWNED- BORROWED MATERIALS

Patrons using library materials outside of the library will check the materials out from the Director or an assistant and return them on date due. Patrons using borrowed materials are expected to keep the materials in good condition to prolong the life of each borrowed item. Items borrowed from the SELCO System, regardless of the original library used, will be returned in satisfactory condition. Patrons returning items in a condition that limits or ends the use of the item may be responsible for its replacement as deemed by the Director or his/her assistant(s). Items borrowed include, but are not limited to: books, magazines, CD's, Movies (DVD or VHS), cassettes, toys, or electronics.

CARE SPECIFIC TO DVD's AND CD's

Patrons returning DVD's or CD's should handle the item with extreme care. When returning the item to the library, the patron is to bring it to the Director's desk and not return the item through the book return located outside the library. Any damage to the item borrowed will be the financial responsibility of the patron and may include replacing the container/sleeve as well as the DVD or CD its self. All DVD's are to be handled solely by ADULTS. Children will not be allowed to handle the DVD's.

CELL PHONE USE

Patrons are asked to turn their cell phones off or to vibrate only mode while in the library. Mute all sounds too. Cell phone users are asked to use their cell phone calls not texting outside of the building so as not to disrupt the other patrons.

KEY USAGE

If a patron requests to use a key to the library, the request must be approved by the Library Director and one other member from the Board of Directors.

LEROY PUBLIC LIBRARY GENERAL POLICIES

HOURS OF OPERATION

The LeRoy Public Library will be open:

Monday-Thursday 1:00-8:00 P.M.

Saturday: 9:00 A.M.-1:00 P.M.

The Library will be closed on Federal Holidays and other times deemed appropriate by the board of directors. The Library may be open at special times for specific reasons as deemed necessary by the Director. Patrons are reminded to leave the library promptly at closing time.

DRESS: Shoes and shirts will be worn at all times while using the Library.

EMERGENCIES: Follow the directions given by the director in the case of any emergency.

FURNISHINGS: Patrons will respect all equipment and furniture in the library and use it only for its intended purpose.

TELEPHONE: Patrons will limit use of the telephone to short local calls on an emergency basis only.

RUNNING: For the safety of all patrons, patrons will not run in the library.

LEROY PUBLIC LIBRARY CHECKOUT

PAYMENT POLICY

Patron's borrowing privileges are to be restricted at checkout only according to the following delinquency thresholds. Patrons may renew material regardless of outstanding charges on their records.

No patron will be allowed to check-out an item if the patron owes \$5.00 or more in fines and/or if someone living in the same residence has fines that are over 6 months overdue from the checkout date.

VHS/DVD/CD fine must be paid before other **VHS/DVD/CD** items may be checked out.

Lost Interlibrary loan material should be paid in full with checks made out to the loaning library.

PATRONS may work their payment delinquencies off. If there is appropriate work available, the director may allow a patron to work off the delinquency.

Specific patrons may be deemed exempt from delinquencies if the item borrowed is requested for a time longer than allotted because of a special project, class or situation that requires the item be on loan for an extended period of time. This special circumstance is only to be approved by the Director.

CHECKOUT IDENTIFICATION REQUIREMENTS

To check out all material, patrons already registered on the system must present Library card with barcode: Full borrowing privileges.

LEROY PUBLIC LIBRARY INTERNET USE AGREEMENT

POLICY GUIDELINES

The LeRoy Public Library makes Internet access available for Public Access under the following policy guidelines and procedures. The LeRoy Public Library retains the right to revoke the Internet privileges of those users who abuse or ignore these policies.

The Internet as an information resource enables the LeRoy Public Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Users should be aware that information accessed via the Internet offers access to a wealth of information, but unfortunately, some material may be offensive, disturbing and/or illegal. Individual users must accept responsibility for determining appropriate content and suitability.

The LeRoy Public Library cannot and does not assume liability for the use or misuse of the Internet. By abiding by the following procedures, patrons specifically agree that they will not use the system for any unlawful purpose or in violation of any state or federal law.

INTERNET PROCEDURES

1. A valid form of identification must be presented at the desk before you begin. All users must sign an *Internet Use Agreement* Form. Children must be the age of 10 and had parent's signature on the *Internet Use Agreement* with staff on duty before using. This form must be signed in person, only by a parent or guardian. In the event of policy changes. Users agree to abide by the most current posted policies.
2. Individuals and households are limited to one half hour of Internet use per day. If no one else is waiting, additional time may be granted by a library staff member.
3. All users must be sensitive to the fact that the Internet stations are located in a public area. The Library reserves the right to challenge material that in its judgment is inappropriate for viewing in a public area.
4. Due to the fact that some Library resources are now located on the World Wide Web, the library retains the right to interrupt Internet use for Reference related searches.
5. Downloading is not permitted.
6. All users of the Internet agree to hold the LeRoy Public Library harmless for any and all claims, losses, damages, obligations or liabilities directly or indirectly relating to the use of the Internet.

I have read and understand the above information and agree to abide by the guidelines and policies set forth in this document. In the event that these policies change in the future, I agree to abide by all posted Internet policies.

Signature of Internet User

Date

Name of Internet User

I am the parent/guardian of the above-named minor patron. I hereby give my consent for my minor child to access the Internet at the public library. I understand that I will be responsible for my child's Internet behavior. I have warned my child about giving out personal information over the Internet.

Signature of Parent or Guardian

Date

LEROY PUBLIC LIBRARY REGISTRATION

First Name _____ Full Middle _____ Last _____

Home Phone Number (____) _____ - _____

Cell Phone (____) _____ - _____

Email address: _____

Birth Date ____/____/____
Month/Day/ Year

MN Driver's License/ID _____
OR
Guardian's License/ID _____

Physical Address: _____/_____/_____
PO BOX APT.#

City _____ State _____ Zip _____ Country _____

.....

EMPLOYER INFORMATION

Employer's Name _____
Phone Number (____) _____ - _____

Address _____ City _____ State _____ Zip _____

.....

Children (Only minors not needing library card)

First Name	Middle	Last	DOB: Month/Day/Year
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

PRIVACY STATEMENT

By Minnesota law, information, which links your name with library materials, is private. It is available only to you and the appropriate library personnel. Your address and phone number are also considered private data. If you are under age 18, information about materials requested or kept overdue is available to your parent or legal guardian.

A person living at your address, i.e. a family member or roommate may pick up material for you if mutually agreed upon.

AGREEMENT:

**I AGREE TO OBEY ALL THE RULES AND REGULATIONS OF THE
LIBRARY, TO PAY PROMPTLY ALL OVERDUE FINES CHARGED AGAINST
ME, TO PAY FOR DAMAGED OR LOST ITEMS, AND GIVE IMMEDIATE
NOTICE OF ANY CHANGE OF ADDRESS, PHONE NUMBERS, OR LOST
LIBRARY CARDS.**

_____/_____/_____/_____/_____
Signature Parent or Guardian DATE
Must be present at signing

.....
FOR LIBRARY STAFF ONLY

PATRON'S ID#_____

PATRON'S PIN#_____ **DATE ENTERED** _____ **INITIALS**_____

LIBRARY POLICIES

for the

LEROY PUBLIC LIBRARY

Reviewed March 11, 2019
(Need to review every 2 years)